

The Library Assistant

THE OFFICIAL JOURNAL
OF THE ASSOCIATION OF
ASSISTANT LIBRARIANS
(SECTION OF THE LIBRARY
:: :: ASSOCIATION) :: ::

HON. EDITOR: J. F. W. BRYON
BECKENHAM PUBLIC LIBRARIES

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ASSOCIATION OF ASSISTANT LIBRARIANS

(Section of the Library Association).

INAUGURAL MEETING, 1950.

SIR STANLEY UNWIN, L.I.D.,

WILL SPEAK ON

"LIBRARIES, BOOKS AND GOVERNMENTS,"

AT

CHAUCER HOUSE, MALET PLACE,

ON

WEDNESDAY, 8TH MARCH,

AT 7.30 P.M.

Past and present members of the Association are invited to attend.

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Council Notes

THE FIRST Council meeting of this important year took place at Chaucer House on 19th January, under the Presidency of Mr. F. C. Tighe. It cleared up the ends of 1949's programme and discussed the arrangements for 1950; film, photographs and general publicity are going ahead slowly. It was decided that the Honorary Secretary should give a paper at the A.A.L. session of the Library Association Conference, and reported that the President and the Vice-President (R. F. Drewery, Esq.) would represent the Association on the Library Association Council.

Mr. F. A. Sharr achieved the double distinction of being elected both Chairman of the Council and Chairman of the Finance and General Purposes Committee. This committee was informed that the balance on the year's work to carry forward to 1950 was £338—a reduction of £224 on the previous year's balance and a rather discouraging start to a centenary year. It was, however, cheered with the news that paid-up membership for 1949 was 5,514, and the total membership for the year, 5,832. The committee are of the opinion that every effort must be made to maintain this increase in membership but *it does mean that every member of the Library Association who wishes to join or continue in membership of this Association must indicate this when they pay their 1950 subscription.*

The Education and Library Committee elected Mr. L. J. Shaw to the chair and one of his first duties was the very pleasant one of receiving reports of Divisional educational activities in the shape of week-end schools by the Wessex Division and the North Eastern Division and a week-end conference by the Yorkshire Division. The way back to pre-war procedure is a long one but the committee were of opinion that by the end of the present year it should be possible to recommence revision courses for correspondence course students. The A.A.L. library is settling down in its new home at Chaucer House and the Librarian reported that in the last five months of 1949, 1,099 books had been issued.

The Press and Publication Committee elected Mr. J. S. Parsonage as their chairman for the year and considered the arrangements whereby the newly appointed Publications Officer would make all A.A.L. publications available. It was emphasised that *in future all applications for A.A.L. publications should be addressed to: G. P. Rye, Esq., A.L.A., Central Library, Manresa Road, London, S.W.3.* The committee made arrangements for the special centenary issues of *The Library Assistant* and for the publication of the annual report. Finally, the publications programme was examined and it was reported that the MSS. of the *Primer Series* were not yet to hand but that *The Student Guide: Part 1* was likely to be published in April.

A motion from the Greater London Division pointing out that the paper on Reference Books in the Entrance Examination demanded a wider knowledge than that indicated in the syllabus was passed to the Library Association Council for comment.

Routine business was considered, and the Council decided that they should meet again on 2nd March, 4th May, 14th September and 2nd November.

E.A.C.

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ASSOCIATION OF ASSISTANT LIBRARIANS
(Section of the Library Association)

1950
ANNUAL GENERAL MEETING

The Annual General Meeting will be held at Greenwich on Sunday, 2nd April, and the programme arranged is as follows:—

2.0 p.m. Depart Westminster Pier by river launch.

2.50 p.m. Arrive Greenwich. Coach to Charlton House.

(Charlton House is a fine example of Jacobean architecture and has recently been carefully restored for use as a public library and a community centre).

3.15 p.m. Business Meeting.

4.30 p.m. Return Maritime Museum by coach.

4.45 p.m. Tea.

(This meal will be served in two sittings and parties will be conducted round the Museum and the Royal Naval College. The Librarian of the Museum is arranging a special exhibition and permission has been granted to visit the Chapel and Painted Hall of the Royal Naval College).

6.15 p.m. Return by launch to Greenwich.

(Refreshments are available on the launch).

7.5 p.m. Arrive Westminster Pier.

Members wishing to attend are requested to inform their Honorary Divisional Secretary by 15th March, and forward to him 7s. 6d. if they wish to travel by launch or 4s. 6d. if they intend to join the party at Greenwich.

Honorary Divisional Secretaries should send the return of members attending, together with remittances, to:—

Mr. J. S. Bristow, A.L.A.,
Central Library, Southampton,

by 20th March, who will return launch, coach and tea tickets in good time for those wishing to attend.

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ASSOCIATION OF ASSISTANT LIBRARIANS

(Section of the Library Association)

55th Annual General Meeting

to be held at

CHARLTON HOUSE, GREENWICH

on Sunday, 2nd April, 1950, at 3.15 p.m.

A G E N D A

1. Minutes of the previous meeting held at Stratford-upon-Avon in the Town Hall on Wednesday, 6th July, 1949.
2. To receive the Annual Report of the Council, including the annual report of the Honorary Treasurer and Honorary Auditors, for the year ended 31st December, 1949.
3. To present a certificate of Honorary Fellowship to H. C. Twaits, Esq.
4. The retiring President (Wilfred Pearson, Esq.) will formally hand over the office of President to this year's President (F. C. Tighe, Esq.).
5. To nominate and elect two Honorary Auditors who in accordance with rule 5 (c) may not be members of the Council.
6. Any other business.

After the business meeting the President will deliver his Presidential Address.

ASSOCIATION OF ASSISTANT LIBRARIANS

(Section of the Library Association)

54TH ANNUAL REPORT

FOR THE YEAR ENDED 31ST DECEMBER, 1949.

It is twenty years since this Association gave up its independent existence to join forces with the Library Association and those far-sighted men in both Associations who brought about this union must have watched with pleasure as they saw so many of their highest hopes realised. Certainly the Association of Assistant Librarians has never ceased to make its contribution to the advancement of the profession, and increasing membership over the years has neither stultified nor corrupted but has, on the other hand, produced an increasing sense of responsibility in the younger members of the profession.

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In the year under report our membership has, for the first time, exceeded five thousand: in 1929 it was little more than a thousand. But although membership has increased five-fold the basis of our income remains the same and we continue to receive six shillings per member per annum as we did twenty years ago. Were it not for the very real financial handicap that this limitation has imposed, our Association could, without any doubt, have played an even more important role in helping to achieve more of those ideals to which to-day we are still paying lip service.

For our part we can look back on 1949 as another year of steady achievement. It has been a year of preparation and consolidation. Arrangements have been made to celebrate the centenary of the Public Libraries Act in 1950, but this event has not been allowed to overshadow the need for increasing our activities at both national and divisional levels. That this has been done is shown by our increased and increasing membership.

Mr. Robert Gibbings, the author and book collector, opened the year's programme with an Inaugural Lecture at Chaucer House on 20th January, 1949. He spoke on his recent stay in the South Sea Islands and his talk, illustrated by his own drawings, was well received by a large audience.

The Annual General Meeting on 6th July was a memorable experience for nearly three hundred members of the Association who travelled to Stratford-upon-Avon to visit various places of interest in the morning and attend a matinée performance of "Much Ado about Nothing" at the Shakespeare Memorial Theatre in the afternoon. The evening session was devoted to the business meeting which was held in the Town Hall and concluded with the Presidential Address.

Finance

The statement of income and expenditure which accompanies this report shows that only by the sale of publications and the sale of advertising space in *The Library Assistant* was it possible to keep within the income from the Library Association capitation payment. All possible economies were effected during the year and it was regretted that the payments to Divisions could not be on a more generous scale—a state of affairs it will not be possible to change while the capitation basis remains at its present level.

The cost of printing *The Library Assistant* has increased by nearly £80, due partly to the increase in the number of copies distributed, and partly to the larger number of pages and increased printing rates.

The library expenditure shown is for the first six months only; that is, prior to the transfer of the book stock to Chaucer House. A payment towards the book fund and to meet part of the administration costs will be made in 1950.

A publications account will be opened in 1950, and for this purpose £300 will be transferred from the General Account. This is only a proportion of the profits made from the sale of publications during the past few years, and it will be necessary to continue to finance the printing of publications for a further year or so before the sale of stocks will make the account self supporting.

The Correspondence Courses Account, which for the past few years has been accumulating a steadily increasing balance, now shows a decrease

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of £170 because a part of the balance has been put to the use for which it was intended—the Standard Courses of which fuller details are given in the section on educational activities.

Benevolent Fund

One grant was made during the year as a further contribution to alleviate the distress of one of our previous year's beneficiaries. Once again members and divisional committees are reminded of the existence of the fund. Cases for consideration should be sent to the Honorary Treasurer who will, with the assistance of a small sub-committee, deal with them in complete confidence.

Membership

The total paid-up membership for 1949 was 5,514 but there are, in addition, a number of assistants who were members in 1948 and remain in membership for the year under report. The total membership is analysed as follows:—

Bristol	180	South Eastern	129
Devon and Cornwall	109	South Wales	188
Eastern	86	North Wales	30
East Midland	426	Wessex	166
Greater London	1827	Yorkshire	555
Kent	198	Scotland	173
Liverpool	351	N. Ireland	5
Manchester	496	Eire	5
Midland	518		
North Eastern	381		5824
		Overseas	8
		TOTAL	5832

Included in this analysis are:—

- 64 Life Members
- 34 Transitional Members
- 17 Honorary Fellows.

Members who had not opted for membership by 31st December, 1949, will cease to receive *The Library Assistant* as from February, 1950.

During the year, efforts have been made to make more satisfactory arrangements for the members in Scotland: twenty-four representatives were appointed in the larger libraries of Scotland and it is hoped in this way to make the distribution of *The Library Assistant* as efficient north of the Tweed as it is south of that river.

The circulation of *The Library Assistant* increased during the year to over six thousand copies—6,075 copies were printed for the December issue.

It is important that all members should opt for membership of the Association when they pay their subscriptions to the Library Association in 1950. To have opted in 1949 is not enough: the option must be renewed as only in this way can all eligible assistant librarians ensure that they are members of their own organisation

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A considerable load of work has been shouldered in 1949: the Honorary Membership Secretary has been assisted by Miss A. Lloyd Gwilt, Miss A. Redmond and Miss T. Fry, all of Lambeth Public Libraries, and the Council are grateful to them for the useful work they have done during the year. The Council also wish to record their appreciation of the co-operation given by the Secretary, the Membership Officer and Staff of the Library Association.

Education

A considerable amount of time has been spent in the preparation and introduction of standard minimum courses. At the end of the year courses in Registration, Groups A(i and iii), B(iv), B(v); Final, Parts 3(a) (iv), 4(b) and 4(f) sections had been completed. The Council had originally intended that the courses should be printed, but present high costs made it necessary to resort to duplication for the next two years after which time the position will be reviewed.

No less than 959 courses, covering eighteen sections of the syllabus, were arranged during the year, and the pass average of 68 per cent. was maintained by those students who completed their courses and sat the examinations. Once again, however, the Council records its concern at the high percentage (55 per cent.) of students who do not complete their courses, and thereby waste the valuable time of both tutors and Honorary Education Secretaries.

The Council records with regret resignations from the following tutors, but offers its grateful thanks for their assistance in the past:—

Mesdames F. Allen, F.L.A., E. M. Chapman, F.L.A., M. Lovell, B.A., F.L.A., M. G. Pearce, M.A., F.L.A., J. Quayle, F.L.A., L. Lee White, F.L.A.; *Messrs.* F. C. Adey, F.L.A., J. Brindle, B.Sc., F.L.A., E. J. Clark, B.A., B.Com., F.L.A., P. J. Cox, F.L.A., F. Mason, B.Sc., F.L.A., F. A. Richards, F.L.A., R. Staveley, F.L.A., N. Tomlinson, F.L.A.

In welcoming the following new tutors the Council would like to take this opportunity of expressing their thanks to all the 56 members of the panel of tutors who extend the benefit of their knowledge and experience to those students training by correspondence courses.

Mesdames K. B. Brown, F.L.A. (Kensington), F. R. Ellison, B.A., F.L.A. (Royal Holloway College), H. Nock, F.L.A. (St. Helens); *Messrs.* S. H. Barlow, F.L.A. (Nuneaton), H. J. Chandler, F.L.A. (Workington), J. H. Davies, F.L.A. (B.B.C.), T. H. Howle, F.L.A. (Dunkifield), W. J. Hobby, F.L.A. (Minet Library), G. H. Lawrence, F.L.A. (Margate), R. J. Parker, F.L.A. (Surrey), P. D. Record, M.A., A.L.A. (Bodleian).

Library

During the year the demands on the library grew to such an extent that it was beyond the powers of an Honorary Librarian to meet them in his spare time and the Council decided that the Library Association be asked to accommodate and staff the library at Chaucer House. This the Library Association agreed to do and it was also agreed that our Association should continue to take an active interest in the library and contribute £110 a year to its upkeep.

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The transfer took place in July, and since that date the library has continued to serve those assistants who are unable to obtain essential text books in their own libraries. Owing to the transfer and the different methods of compiling statistics it is not possible to give a statistical assessment of the year's work.

Publications

Mr. R. Helliwell, the Chairman of the Press and Publications Committee, presided over a busy session. All the Association's publications, including a reprint of Hewitt's *Summary of Public Library Law*, sold steadily through the year and Gardner's third edition of *Sequels* went out of print. Students' needs were carefully considered in deciding on future books to be published and additions to the *A.A.L. Primer Series* were commissioned on cataloguing, assistance to readers, library work with young people, practical bibliography, historical bibliography and "Non-book materials," and an extensive programme of supplementary publications was put in hand.

In response to requests from tutors permission was obtained to reprint certain articles from professional periodicals in pamphlet form for the benefit of students. These reprints are to form the basis of a new series to be known as the *A.A.L. Reprints*. They are to be published early in 1950 as is part of another work which was accepted during the year—the *A.A.L. Guide to Professional Examinations*, edited and largely written by Dr. A. J. Walford, and covering the Entrance and Registration Examinations of the Library Association. Part II, which will cover the Final Examination, has been commissioned. A second edition of *The Catalogue of the A.A.L. Library*, compiled by Mr. H. C. Twaits, was published in the autumn.

The Council gave a great deal of thought during the year to the Association's official journal, *The Library Assistant*. A natural desire to increase the number of pages was thwarted by increased printing costs and a steadily rising circulation. A recommendation that it be published quarterly was defeated, and it was finally decided to increase the income from advertisements, to print more cheaply and so allow ten issues a year.

The contents of *The Library Assistant* continued to reflect the interests of members, and were lent added distinction by the reprinting of George Bernard Shaw's notes on public libraries from the *New Republic*. We would remind members that the Association's journal exists for them. Younger colleagues, in particular, are invited to send contributions.

Dr. Walford, who ably conducted "Students' Problems" during the year, and all other contributors, are thanked for their support, and the Council wishes to acknowledge the work of the Honorary Assistant Editor, Mr. G. P. Rye.

Service and Conditions

The Service and Conditions Committee was reconstituted and met in September, under the chairmanship of Miss E. J. Willson, to consider the pay and welfare conditions of library assistants working in non-public and public libraries. Small committees have been appointed to conduct enquiries into the pay and working conditions of assistants in special and university

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libraries and also the working hours and welfare conditions of public library assistants. The Committee came to the conclusion that in both fields there is need for a careful enquiry and report.

Divisions

The strength of the Association springs from the individual members organised in Divisions and it is very gratifying to be able to report that this year has once again seen a considerable expansion in divisional activities. This has been particularly noticeable in education, and many new divisions have organised both day and week-end courses for students. In addition there has been an increase in the number of conferences held by divisions—Yorkshire held their first such week-end gathering in October and it met with appreciation and real success. The range of the normal meetings has not been as wide as in previous years—the professional topic has been more frequently discussed than the subjects of more general interest.

In a year of so much activity it must be a matter for regret that *The Library Assistant* could not find space to report divisional activities.

It is a remarkable achievement to administer an active Association of over five thousand members without paid clerical staff. It is appropriate at this point to express our appreciation of those divisional officers and committee members who make this possible. A great deal of the work of administration to-day is carried out at divisional level both accurately and enthusiastically.

1949 saw the formation of the North Wales Division and so completed the Council's policy of ensuring that every member in England and Wales is attached to a Division.

Council

As the Association has grown and developed during the past few years the demands made on the members of the Council and the honorary officers have increased very considerably. During the year the Council has met five times and, as a rule, the meetings lasted from 10 a.m. to 6 p.m. Members travelled from as far as Newcastle-upon-Tyne and Paignton, and the average attendance at each meeting was thirty-four.

A great deal of the work was, of necessity, routine in character—the supervision of correspondence courses, the publication of *The Library Assistant* and text books, the financial control and the supervision of the membership records all took their share of the Council's time, but activities have not been limited to the routine. The Council has considered many suggestions and recommendations from individual members, from divisions and from the Library Association Council. They have, in turn, made many suggestions to and actively co-operated with the Library Association Council. Some of the more important matters during the year were: The Local Government Promotion Examination, the future relationship of the Library Association and this Association, the interchange of library staff both nationally and internationally, model rules for divisions, and a public relations policy for the Library Association.

Mr. H. C. Twaits, the Association's Honorary Librarian for seventeen years, was made an Honorary Fellow of the Association at the September meeting of the Council in recognition of his long and valuable services to

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professional education.

Mr. Wilfred Pearson, the Librarian of the Ministry of Town and Country Planning, retired from the presidency of the Association at the end of the year. He has served the Association for many years as Divisional Secretary, member of the Council, and as President; his services are acknowledged with gratitude.

The attendances at Council and committee meetings were as follows (the figures in brackets indicate the total number of possible attendances):—

Miss M. Baker 2 (2); Mr. J. Bebbington 6 (6); Mr. T. Bibey 3 (10); Mr. T. C. Boulter 8 (10); Mr. S. J. Brett 4 (4); Mr. J. S. Bristow 12 (12); Mr. W. F. Broome 7 (10); Mr. J. F. W. Bryon 10 (10); Miss J. Butler 11 (12); Mr. A. Ll. Carver 8 (8); Mr. H. A. Chesshyre 4 (4); Mr. E. A. Clough 12 (12); Mr. F. O. Cole 1 (2); Mr. D. I. Colley 6 (6); Mr. E. V. Corbett 10 (10); Mr. G. B. Cotton 4 (8); Mr. R. W. Davies 3 (6); Mr. R. F. Drewery 10 (10); Miss G. E. C. Edwards 8 (10); Mr. E. F. Ferry 10 (10); Mr. N. T. Genn 3 (4); Mr. A. Germany 9 (10); Mr. R. Helliwell 6 (10); Miss J. Hill 2 (2); Mr. A. W. Hughes (2); Mr. R. G. Ab Iorwerth 2 (6); Mr. J. G. McPeake 2 (2); Mrs. S. W. Martin 10 (10); Mr. S. W. Martin 10 (10); Mr. K. D. Miller 5 (8); Mr. J. S. Parsonage 8 (10); Mr. W. Pearson 12 (12); Mr. W. H. Phillips 11 (12); Mr. H. J. Richards 8 (8); Mr. R. Rowsell 6 (10); Mr. G. P. Rye 10 (10); Mr. L. J. Shaw 8 (10); Mr. C. W. Taylor 10 (12); Mr. F. C. Tighe 12 (12); Mr. O. S. Tomlinson 10 (10); Mr. H. C. Twaits 6 (10); Mr. W. Tynemouth 10 (10); Mr. S. C. Waters 10 (10); Mr. H. A. Whatley 7 (10); Miss E. J. Willson 12 (12); Miss D. Woolley 10 (10).

The Future

1950 is a year of celebration for librarians the world over as the centenary of the Public Libraries Act. It is to be hoped that the celebrations will not pass unnoticed by the general public.

It was a non-professional journal which expressed dismay at the general public's lack of awareness of the great advances in the facilities now available in public libraries. In so far as it lies in the power of this Association no effort will be spared to ensure that the public does become aware of the special nature of our calling and the degree of service we give the community.

But our main concern must always be with the welfare of individual assistants, either in their work or in their studies. The past shows a record of endeavour in this field of which the Association can indeed be proud. It is our task to maintain and expand that endeavour, for 1950 marks but a step on the path of progress.

1950 sees an ambitious programme of publishing begun, correspondence courses being standardised, and an enquiry being made into welfare and educational facilities available to assistants in libraries. All these activities will, it is hoped, justify the faith of the Association that in launching them the lot of the library assistant will be materially improved.

F. C. TIGHE, *President.*

E. A. CLOUGH, *Honorary Secretary.*

Central Library, Church Street, Brighton, 1.

ASSOCIATION OF ASSISTANT LIBRARIANS
(*Section of the Library Association*).

Statement of Income and Expenditure, 1st January to 31st December, 1949
(Section of the Library Assessment)

GENERAL ACCOUNT.

[illegible]

Balance carried forward to 1950 ..

£2935 17 1

BENEVOLENT FUND ACCOUNT.

Statement of Income and Expenditure, 1949.

	<i>Income.</i>	£ s. d.	<i>Expenditure.</i>	£ s. d.
" Balance brought forward from 1948 ..		382 9 0	By Grant ..	10 0 0
" Transfer from profit on publications sales ..		4 0 0	" Balance carried forward to 1950 ..	386 12 10
" Interest in P.O. Savings Bank Account ..		4 4 3		
" Appreciation in value of National Savings Certs., Jan. 1st to Dec. 31st, 1949 ..		9 19 7		
		<hr/>		<hr/>
		£396 12 10		£396 12 10

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STATEMENT OF ASSETS AND LIABILITIES AS ON 31st DECEMBER, 1949.

<i>Assets.</i>		£	s.	d.
National Savings Certificates value at 31st December, 1949	383	0	8	
Post Office Savings Bank	3	12	2	
	£386	12	10	
				£ s. d.
				386 12 10

	£386	12	10
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CORRESPONDENCE COURSES ACCOUNT.

<i>Income.</i>		£	s.	d.
To Balance brought forward from 1948 ..	406	5	6	
" Students' fees	2226	15	0	
" Refund of tutor's expenses	1	15	0	
" Sale of notebooks	6	0	0	
				£ s. d.
				1812 4 0
<i>Expenditure.</i>				
By Tutors' expenses				4 4 0
" Editors' expenses				37 16 0
" Section Editors' expenses				12 12 0
" Outline Editors' expenses				71 18 6
" Hon. Education Secretaries' expenses ..				8 0 0
" Refund of fees to students				32 0 0
" Postages and carriage				164 12 0
" Stationery and printing				50 8 0
" Standard courses:—				8 8 0
Compiling				185 14 6
Editing				17 2 3
Duplicating				
Miscellaneous				
				2404 19 3
Balance carried forward to 1950 ..	235	16	3	
	£2640	15	6	

All the above statements audited and found correct.

(Signed) J. G. McPEAKE } *Honorary Auditors.*
R. H. MALONE }

J. S. BRISTOW,
Hon. Treasurer.

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STATEMENT OF DIVISIONAL BALANCES

as at 31st December, 1949.

	£	s.	d.
Bristol	—	—	—
Devon and Cornwall	10	7	4
Eastern	13	3	
East Midland	14	7	6
Greater London	2	5	6
Kent	10	9	3
Liverpool	10	19	1
Manchester	7	6	10
Midland	debit	7	
North Eastern	17	5	
North Wales	5	12	8
South Eastern	4	10	8
South Wales	2	14	7
Wessex	1	17	5
Yorkshire	10	11	7
	£82	12	6

A.A.L. Centenary Conference

Members are reminded that from Friday, 31st March, to Sunday, 2nd April, a conference will be held at Nutford House, London, W.1.

Three topics have been selected for discussion—surveys relating to librarianship, library publicity and the rationalisation of routine processes in public libraries. The groups will be led, respectively, by Messrs. E. V. Corbett, J. C. Harrison and W. Tynemouth.

Accommodation has been arranged for those who wish to attend, and will cost 35s. for the whole period, plus 5s. conference fee. Enrolment forms may be obtained from the *Conference Secretary, Public Library, Sutherland Avenue, W.9*. Members may attend as non-residents on payment of 5s. conference fee, but must enrol as such with the Conference Secretary.

For further details, see the November-December, 1949 issue of *The Library Assistant*.

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Students' Problems

A. J. WALFORD

THE DECEMBER EXAMINATIONS

This set of examinations will be remembered as the last of those held under what we now term the "old" syllabus. As it is felt that Registration Classification, Cataloguing and Library Organization need more detailed examination comments than others, more space is devoted to those papers here. Comments will again be spread over two issues of *The Library Assistant*.

ENTRANCE EXAMINATION. By R. L. Collison.

Part of Q.1 in the first paper asks, "When visiting a strange town . . . for what purposes, other than the issue of books for home-reading, you would expect to use" the public library? The key-word here is *expect*: one would naturally assume that newspaper, periodical and reference services were available, but not necessarily lecture courses, exhibitions, play-reading circles, etc. The whole question of the true function of a public library is cleverly concealed here. Q.5 also raises some interesting points: "What steps would you take if a stocktaking revealed that an abnormal number of books had disappeared?" Undoubtedly many vanish in people's cases and shopping baskets and, although some librarians say that it is impossible to control this, St. Marylebone with its properly organised cloakroom facilities has proved that this can be done unobtrusively and well. Then there is the question of marks of ownership: in the last few years before the war there was a tendency to reduce such marking to a minimum—perforating and embossing machines went by the board, plates were no longer stamped, and lettering was reduced. Recent court cases have shown moreover that labels and "indelible" stamps can be removed without much difficulty, and that lettering on bindings can be erased. This leaves us with the unpopular embossing and perforating, neither of which can be effaced or concealed: certainly they are a powerful deterrent to thieves. But the most efficient action which could be taken would be on a national basis: an agreement between the booksellers and the libraries that all libraries would mark all their books with an indelible mark on the centre of the title-page, and that all booksellers would refuse to buy any book without a title-page, would reduce the thefts overnight. No one, however, can stop the thief who is stealing for his own private collection.

The paper on Cataloguing and Classification asked, among other things, what in the student's opinion were the most puzzling features of the classification scheme as far as readers were concerned. Among these should certainly be reckoned: (1) the fact that the classification symbol represents not a book but a subject; (2) the complexity of most classification symbols—especially the Dewey numbers; (3) the separation of allied subjects—again, especially in the Dewey system; (4) the classification schedules. Another question asks what methods can be adopted to encourage readers to make more use of the catalogue. Here one can deny immediately the assertion that readers will not make use of good catalogues. The man who will pore over a seed or department store catalogue will pay equal attention to a library

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catalogue, provided it is presented in the right way. The provision of a clear and simple guide to its use is the first essential, and to this should be added the placing of the Reader's Advisory Service in close proximity and the provision of such bibliographical tools as the *Cumulative Book Index*, the *London Library Subject Index*, Whitaker's *Cumulative Book List*, the *British National Bibliography*, *Sequels*, etc. In addition, it should be pointed out that readers prefer to use catalogues at home, and that printed sectional lists, bulletins and booklists, are essential aids as the Liverpool and Glasgow catalogues have convincingly proved.

In spite of the grammatical error, Q.4 in the third paper was one of the most attractive: "Who do you consider a likely successor to the present Poet Laureate?" This gives excellent opportunity for speculation on the successor to a long line which includes Dryden, Jonson, Wordsworth and Tennyson, as well as Cibber and Tate. Who next shall offer up

"His quit-rent ode, his peppercorn of praise"

on the King's Birthday? Shall it be T. S. Eliot, Robert Graves, Edmund Blunden, George Rostrevor Hamilton, Cecil Day Lewis, Louis MacNeice or Stephen Spender?

The fourth paper—on Reference Material and Methods—continues this year's excellent innovation of dividing the questions into two sections of which the first deals with standard reference works, while the second (from which the student is required to write two-thirds of his answers) is entirely devoted to asking what books give information on specific subjects.

REGISTRATION: Classification.

Section "A" was probably more to the candidate's liking than Section "B." Some basic questions were asked, such as Q.1, on the importance of classification in the administration of a library, or Q.3, on the function of notation, and no one should have failed to pass in either. Q.2 was a variation on a familiar theme: defend the method of arrangement of the books on the shelves of your library. This involved, from the public library point of view, not merely the order of Dewey, but such matters as broken order, parallel arrangements, displays. Q.4, on the extent to which mnemonics should be used, was probably a popular one. It is to be hoped that not too many students dealt entirely with the staff point of view or with the Dewey classification. The reader's reaction to memory aids are obviously of importance. Again, the Library of Congress and Cutter schemes provide examples of casual and non-casual use of initial letter mnemonics. One must also consider the length of a notation *before*, say, a local division is applied. Definitions, often a bugbear in this paper, were required in Q.5. "Subject index illusion" will come easily to readers of Bliss; "bibliographical warrant" refers to Hulme's assertion that the definition—even the existence—of a class is based on literary warrant.

A current example of the adaptation of a general classification for use in a special library (Q.6) is the English edition of U.D.C. A specialist librarian will not want to have his material scattered by view point; he prefers to concentrate his stock and the corresponding schedules and notation; he will require considerable detail and appropriate terminology. "What significance have the U.D.C. auxiliary signs in the arrangement of

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material?" (Q.7). The candidate must presumably go beyond an explanation of the auxiliary signs and indicate the normal sequence of the symbols for arrangement purposes.

Sayer's *Manual*, chapter 29, gives an adequate lead in answering Q.8, on the classification of a collection of local photographs. What are the advantages and disadvantages of using Dewey for the *B.N.B.*? asks Q.10. While this obviously covers the status of Dewey as a classification, it also has to do with repercussions in libraries subscribing to the *B.N.B.* Mr. A. J. Well's article in the August L.A.R. should have assisted here.

Q.9 begins, "Assign . . .," and it is the type of question which is usually shunned. The use of tabular form is very much to the point. The steps taken in sub-division in the case of (c) and (d) might be shown as follows, using the Ranganathan method:—

(c)	FINE ARTS	(d)	SCIENCE
	Architecture		Biology
	Ecclesiastical Architecture		Flora and Fauna
	Monasteries		Mediterranean
	France		Ancient
	Normandy		Special Aspects
	Type of material:		(in relation to
	Plans		other subjects).

The candidate who is prone to think only in terms of Dewey will probably come to a halt, in the case of (d), at 581.9, but several of the other leading schemes will allow him to go further—not that one need necessarily be bound by them. With (a), "The psychology of modern language study," the addition of a further step beyond Philology—Modern languages—Study may seem somewhat of a refinement. No doubt this particular example was set in order to show the subordination of psychology to philology.

REGISTRATION: *Cataloguing*. By. S. J. Butcher.

"The paper was quite easy and I had no difficulty in finding six questions I could answer." This comment upon the December Registration Cataloguing paper by a candidate is indicative of the general opinion of students and tutors. The questions in this paper were certainly fair and reasonable, but there is a good deal of loose thinking, even among those who have a lot to do with examinations, as to what constitutes a standard in an examination. There is the standard of difficulty of the questions and the standard of marks awarded by the examiners.

Q.1 asked for the clear explanation, with illustrative examples where appropriate, of the significance of ten abbreviations commonly used in catalogue entries. This question would not have been considered difficult in the Entrance examination and all the abbreviations except "glo" appear in the list appended to the Anglo-American Code. It should be mentioned that "ed" can be used for edition, edited and editor, while "tr" stands for translated and translator.

Q.2 called for a description and evaluation of four books used daily by most cataloguers. Candidates could choose from *Cumulative Book Index*; *Book Review Digest*; *British Museum Author Catalogue*; *Dictionary of National Biography*; *List of Subject Headings for Small Libraries* (Sears).

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With the possible exception of the *Book Review Digest*, these books are the tools of the practising cataloguer and there is no excuse for any student who is unable to describe them. The candidate who had coupled his cataloguing studies with Assistance to Readers should have revelled in this question.

Q.3 required a description of the printed catalogues of the British Museum and must have been on the list of anticipated questions of many candidates. The subject is fully dealt with in Arundell Esdaile's *The British Museum Library*. Q.4 was a topical question asking for an account of any British scheme for national central cataloguing. The majority of students have already examined the cards issued by Harrods Cataloguing Service but in the case of the British National Bibliography they had little more than the prospectus from which to quote.

Q.5, on the relative merits of physical forms of catalogues, is an old friend. It involved consideration of the page and placard forms and the printed, card and sheaf type of catalogues. Presentation is an important factor in this type of question. The best approach is to give a brief description of the physical features and then to tabulate the advantages and disadvantages. The alternative essay form tends to make this type of answer repetitive and over-long.

Q.6 called for consideration of the special problems in cataloguing (a) maps and (b) gramophone records. This would present few difficulties to the fortunate candidate who had already experienced this work. Although the codes and text-books offer limited help there are several useful articles on the treatment of such material in the professional journals. In the case of maps the main difficulty is the varying size of areas demanding a subject arrangement under country, county, hundred, town and estate. Other problems include the different types of maps, distinctive projections and the varying scales which must be reduced to a common, uniform system. There are some interesting accounts of methods of cataloguing gramophone records in the July issue of the L.A.R. There is a difference of opinion as to fullness of entry but the general practice is to make the main entry under the composer as the "prime" author and to treat the performer as an "illustrator." The following factors should be considered in making the main entry.

- (1) The composer of the work.
- (2) The musical form.
- (3) The performer.
- (4) Arrangers, etc.
- (5) The type of recording.
- (6) Size, make and number of the record.

Q.7 asked for a basic list of subject headings and appropriate references for one of the following subjects: (a) Engineering; (b) Music; (c) Gardening; (d) Photography. This was a welcome change from the usual requirement of assigning subject headings and references to imaginary book titles. Once again the question of layout and presentation is a matter of importance. The safest method is to arrange the answer under headings with references divided into the distinctive groups of "Refer to" and "Refer from" references. Provision must be made for every type of heading under which the borrower is likely to look for the subject.

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Q.8 was probably the most difficult question in the paper. It was a practical test for the dictionary catalogue and asked for full entries for a Boundary Commission report. There were several snags for the inexperienced cataloguer. The transcript mentioned that the report was a Command paper, presented by the Secretary of State for the Home Department to Parliament. My choice for the main entry heading would be: Great Britain. Boundary Commission, with a reference from Boundary Commission. Parliamentary Constituencies is the most specific subject heading and the following references should be given:—

Constituencies, Parliamentary. See Representative Government and Representations. See also

Q.9 was not difficult and asked for full entries for a classified catalogue in the case of *The Oxford Dictionary of Proverbs*. A literal interpretation of the code probably led candidates to enter under title but careful consideration would show that the main entry must be made under the original compiler, William George Smith, with an added entry under the reviser Sir Paul Harvey (mis-spelled on paper). The introduction by Janet E. Heseltine is an important contribution to the literature of the subject and should be mentioned in the title or note. It is certainly worth an added author entry. The subject index should contain the following entries:—

Proverbs	Class No.
Adages	Class No.
Sayings	Class No.

Q.10 was a simple example of joint author entry which had to be fully catalogued for the dictionary catalogue. The main entry was straightforward and the subject entry offered little difficulty. With the choice of Secretaries, Private, the following references should be given:—

Private Secretaries	see
Business	see also

REGISTRATION: Assistance to Readers.

A fair yet searching paper. Two questions were based on the whole concept of reference librarianship: Q.1 dealt with the need for an efficiently organized library as preliminary to efficient assistance to readers; Q.6 maintained that the reference assistant should be critical of his sources of information. In the former, besides an adequately applied classification, detailed cataloguing, sound book selection and a properly trained staff, there are such points as the proper use of the vertical file, extensive co-operation with other libraries, and so on. The candidate who can recall examples of the cross-checking of information should be at home with Q.6. The *Times Literary Supplement* of 26th August last drew attention to a number of discrepancies in some well-known reference books.

Q.3 simply asked for a brief survey of the main bibliographical material in any considerable field of knowledge, and it should have pleased the university and special library assistant. The public library assistant would have been more at home with Q.7 (on methods of book display) and Q.8 (on the preparation of a bulletin of additions). These two subjects overlap material in other papers but they certainly appear in the syllabus for Group B (iv).

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The remaining questions were all divided into parts, two of them allowing a fair margin of choice. The following are suggested in answer to Q.2:—

- | | |
|--|---|
| (a) <i>Bulletin</i> of the Institute of Historical Research. | <i>Union Catalogue of . . . Periodicals.</i> |
| (b) Members of the Universities' boat-race crews of 1895. | <i>Oxford versus Cambridge: a review of Inter-University contests (1937); or, via Palmer's Index to the "Times" for 1895.</i> |
| (c) "First night" of <i>Così fan tutte</i> . | <i>Loewenberg's Annals of Opera; or Kobbé.</i> |
| (d) A bibliography of veterinary science. | <i>Bibliographic index.</i> |
| (e) A bibliography of Hampshire. | <i>Humphreys' Handbook to county bibliography; or via Courtney.</i> |

Q.4 provided a good test of a knowledge of lists of periodicals, indexes and abstracts. Crane and Kaye's *Census* (1620-1800) is probably less well known than the *Times tencentenary list* because it is American. *Science abstracts* ("A," *Physics Abstracts*; "B," *Electrical Engineering Abstracts*) should have been known.

Q.10 rounded off an interesting and well-balanced paper by asking for short notes on "Hackett and Laing"; "Brunet"; "Lowndes" (why the italics, pray, for these three? , "C.B.I." and the *Cambridge bibliography of English literature*.

REGISTRATION: Library Organization and Administration. By B. Bennett.

This paper was generally on the difficult side. It contained several questions which were up to Finals standard and others which demanded a detailed knowledge of recent periodical articles and the L.A. annual conference proceedings. Candidates have had fair warning that questions on current developments would be set but there seems small justification for Q.3, which was little more than a memory test on articles on new libraries: the inclusion of two Yorkshire libraries rather weighted the question in favour of assistants working in that county, although Cross Gates is described in Ashburner. Modular construction (Q.10) is the system of cube unit building and was fully described by Mr. Lamb, with special reference to the Sheffield Manor Branch at the Brighton conference. This is a flexible method of building and commends itself for libraries in rapidly growing areas. Gramophone record collections are increasing rapidly in number, and the July, 1949, issue of the L.A.R. should have given enough hints to answer Q.6 on the qualifications of record library assistants. Van libraries (Q.8), although generally a speciality of county libraries, have their uses in a scattered urban area. The articles by Mr. Wray and Mr. Oliph Smith in the L.A.R. for February and August, 1949 respectively gave valuable practical information on the equipment of vans. "Co-optation" to library committees (Q.9) might have suggested a spelling error but the word is correct according to the shorter O.E.D. "Co-option," although not so correct, seems less pedantic. The practice is valuable in adding "brains" to the committee but weakens its strength in the council chamber. The

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Farmington plan (Q.7) was a proposal for the division of responsibility in the acquisition and recording of library material and was of American origin, backed by the Carnegie trustees. It has already been put into practice in Sweden, Switzerland and France and is a valuable experiment in co-operation in intensive and exhaustive book purchase specialisation. The scheme has its dangers in wholesale accumulation without qualitative selection, but with modification and on the lines undertaken by Metropolitan libraries the principle would be a valuable one for introducing into British libraries.

Staff manuals (Q.1) and home binderies (Q.2) were straightforward questions on the contents of the former, and the pros and cons of the latter. Both should have been well-known. The value of Q.4, on national registration as a basis of borrowers' registration, is far from obvious, particularly as national registration has long outlasted its design and usefulness. In any case, national registration officers are loth to impart any information as to the movements of persons and in consequence the scheme is of little use in tracing defaulting borrowers. However, the examiners might have had a national library service in mind when they framed this question! As to the deficit in the postage book account (Q.5), this suggests a change of method, particularly as the total annual expenditure is fairly high. Much saving of time as well as the elimination of error would be gained by changing to the franking system. Library assistants spend for too much time as amateur accountants to the detriment of their proper function.

Outcrop

Owing to the inclusion of the Annual Report in this issue of *The Library Assistant*, it has been necessary to hold over Mr. Collison's contribution under this head. Members are requested, however, to continue to send him a note of items for mention in this popular feature, which it is hoped to resume in the April number.

A.A.L. Publications

As announced in Council Notes above, Mr. G. P. Rye, A.L.A., of Chelsea Public Libraries, has been appointed Hon. Publications Officer to the Association. In future, all orders for A.A.L. publications, including back issues of this journal, and copies of the Annual Index, should be sent to him at *Central Library, Manresa Road, Chelsea, S.W.3*. A list of those available appears opposite.

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